

SCHEDULE NO. 14**MUNICIPAL COURT RECORDS**

General Description: Records pertaining to the administration and operations of the municipal court.

The **MINIMUM** retention periods specified in this schedule apply to the information contained within the record, **regardless of the physical format of the record (paper, microfilm, computer disk or tape, optical disk, etc.)**. **Duplicate Copies:** Provided that no retention period is specified for duplicate copies, retain those that are created for **administrative purposes** for 1 year, and retain those created for **convenience or reference purposes** until no longer needed or for 1 year, whichever is first. Duplicate copies should not be retained longer than the record copy.

14.10 APPEAL RECORDS

Records related to municipal court decisions appealed to higher courts.

A. Appeal Decisions

Rulings of higher court's decision on appeals of municipal court decisions.

1. General Ordinance

Retention: 3 years + current

2. Traffic – Non-OJ/W Liens⁸

Retention: 3 years + current

3. Traffic – With OJ/W Liens

Retention: 3 years + current **<Amended 3/10>**

B. Appeal Transcripts

Transcripts of municipal court proceedings prepared for appeals of municipal court decisions to higher courts.

Retention: 30 days after all rights of appeal have expired, if not perfected, or 3 years + current upon decision rendered by higher court **<Amended 3/10>**

14.20 BANK RECORDS – COURT-MAINTAINED ACCOUNTS

See 5.50, *Bank Records*.

14.25 BONDS AND SUPPORTING DOCUMENTATION – COURT **<Added 3/07>**

Bonds held for legal proceedings and supporting documentation; includes appeal bonds, cash bonds, personal recognizance bond, surety bonds, etc.

Retention: 3 years + current after final dispensation **<Amended 3/10>**

⁸ OJ/W means Outstanding Judgment/Warrant.

14.30 CASE FILES

Records containing summonses and complaints issued for appearances in municipal court and supporting documentation such as citations, notices, letters, other court-issued instruments, forms, etc. *<Amended 1/03>*

A. Animal Cases

Retention: 3 years + current after closed

B. Code Enforcement Cases and Other Municipal Ordinance Cases *<Amended 3/10>*

Cases relating to enforcement of Code provisions relating to matters such as sales tax, abatements or fire, safety and building codes.

Retention: 3 years + current after closed

C. Misdemeanor Cases

Retention: 3 years + current after closed

D. Parking Cases

Retention: 1 year + current after closed

E. Traffic Cases *<Amended 3/10>***1. Non-OJ/W Liens**

Retention: 3 years + current after closed

2. With OJ/W Liens and Default Judgments

Retention: 3 years + current after closed

F. Voided Summonses

Retention: 1 year + current

14.35 CORRESPONDENCE AND GENERAL DOCUMENTATION – ROUTINE *<Added 3/10>*

Operation documentation that is routine and contains no significant administrative, legal, fiscal, historical, informational or statistical value. Includes routine letters or memoranda sent and received, reading or chronological files that are kept solely for convenience and contain duplicates of memos or letters that are also filed elsewhere, routine requests for information, transmittal documents, etc., and includes e-mail. See also 7.90, *Correspondence and General Documentation*.

Retention: 1 year + current

14.40 DOCKET SHEETS

Rosters and listings of court cases to be heard and dates and times set for court appearances.

Retention: 1 year + current *<Amended 3/10>*

A. Older than 1920

Retention: Permanent

14.50 FINES AND CHARGES

Schedules of fines and charges imposed by the municipal court.

Retention: Until superseded, *except* retain one copy for historical purposes

14.60 JUDGES

See 15.70, *Employee Records*.

14.70 JURY RECORDS <Amended 3/10>

Records relating to selection and oversight of jurors, rosters of persons selected to serve on juries, jury summonses and instructions regarding their service on the jury.

Retention: 1 year + current after closed

14.80 PROCEDURES – ROUTINE MUNICIPAL COURT <Amended 3/10>

Records documenting guidelines and implementation of state rules and local variations established to clarify procedures.

Retention: 2 years after superseded or obsolete

14.85 RECORDINGS OF COURT PROCEEDINGS <Added 3/10>

Audio or video recordings made of proceedings before the municipal court.

Retention: 6 months after judgment is entered, provided that all rights of appeal have expired

14.90 REGISTERS AND INDEXES

Alphabetical or numerical indexes or registers of municipal court cases and transactions.

A. Index or Register of Cases

Retention: 3 years + current <Amended 3/10>

B. Index or Register of Deferred Sentences <Amended 3/10>

Retention: 6 months after case closed provided rights of appeal have expired

C. Index or Register of Warrants <Amended 3/10>

Retention: 6 months after case closed provided rights of appeal have expired

D. Registers – Monthly

Retention: 6 months after case closed

14.100 REPORTS

Summary reports from municipal court to the municipality.

A. Annual Reports

Retention: Permanent

B. Monthly Reports

Retention: 1 year + current

14.110 SUBPOENAS

Documents issued to compel an appearance of a defendant or witnesses before the court, or the submission of certified copies of pertinent records.

Retention: Duration of retention of case file

14.120 SUMMONSES AND COMPLAINTS

See 14.30, Case Files.

14.140 WARRANTS

Documents issued by the court ordering the arrest or detainment of an individual.

A. Index of Warrants

See 14.90, Registers and Indexes.

B. Search Warrants <Added 3/10>

Retention: 3 years + current from the filing date and/or closed or recalled, unless placed in the case file or introduced as an exhibit

C. Warrants

Retention: 1 year + current after closed or recalled